Agency *Montgomery County*
Department of General Services

Division/Unit
Facilities Management/
Property Management

Item No.	Description	Retention
1	**Work Order** A request for facilities maintenance or repair.	3 years then Destroy
2	**Fire Alarm Inspection Report** Results from annual inspection of fire alarm systems	Keep for one year until superseded then destroy
3	**Underground Storage Tank Inspection Reports** Includes records prepared for inspection of underground storage tanks conducted by the Maryland Department of Environment (MDE) to ensure underground systems are in compliance with Maryland law. Records also include results of MDE inspection and corrections of any deficiencies found.	5 years then Destroy

Schedule Approved by Department, Agency or Division Representative	Schedule Authorized by State Archivist
Date: 6/17/11 Signature: *Edward Buchanan* Typed Name: Edward Buchanan Title: Government Records Coordinator	Date: 7/1/11 Signature: *[signature]*

DGS 550-1

Agency *Montgomery County*
Department of General Services

Division/Unit
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Property Management

Item No.	Description	Retention
4	**Elevator Inspection Report** Includes records related to periodic inspection conducted by the State in accordance with the American Society of Mechanical Engineers (ASME) Safety Code for Elevators and Escalators.	Keep for 3 years then Destroy
5.	**Elevator Certificate of Inspection** Certificate issued by State for a specified period after elevator passes inspection. Certificate must be displayed in elevator.	Keep for 3 years then Destroy
6.	**Maintenance Evaluation** Includes independent maintenance report (inspection initiated by County) of elevators while under warranty.	Keep for 3 years then Destroy
7.	**Renovation Records** Records related to renovation plans and project management.	7 years after the project has been completed *then destroy*

DGS 550-1A